

MS Registry

File: CLAS REVIEW

30 JUN 1981

MEMORANDUM FOR: Chairman, Training Selection Board, OTE

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FROM: [REDACTED]
Director of Information Services

SUBJECT: Review of Nonofficial Writings by Agency Employees

1. The Office of Information Services (OIS) recently was requested to review a research paper prepared by a current Agency employee who is a student at the National War College. In a discussion with the Executive Secretary of the Training Selection Board (TSB), it was learned that the current practice for obtaining approval for this type of paper was for the TSB to request approval from the appropriate Directorate Senior Training Officer for submission of the paper. The paper is also routed through the DO Senior Training Officer. It is understood by the student that this procedure approves only the submission to the school authorities, and that if subsequent re-publication by either the author or the school is desired, the paper will be submitted to the Publications Review Board (PRB).

2. The procedure established by [REDACTED] states that Agency employees must submit for review of the PRB all writings intended for nonofficial publication ("publication" is defined as meaning communicating information to one or more persons) which make any mention of intelligence data or activities, or contain data which may be based upon information classified pursuant to law or Executive order. The responsibility is upon the employee to learn from the Agency whether the material intended for publication fits this description, and no steps will be taken toward publication until written permission to do so is received.

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3. The writings must be submitted to the PRB through the responsible Deputy Director or Head of Independent Office. If it is determined at this level that the material does not contain information which is classified or classifiable, does not identify any protectable relationship with a U.S. foreign intelligence organization, or does not impair the employee's performance of duties or interfere with the authorized functions of the Agency, the Deputy Director or Head of Independent Office may authorize the public release of the material without submission to the PRB.

4. I believe the procedure employed by the TSB, which has been in use since long before the procedure in [REDACTED] was established, should be changed to conform to the current procedure. The mechanism for review of nonofficial writings is functioning and I recommend that the TSB procedure for review of student writings be re-examined.

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OIS Registry

ROUTING AND RECORD SHEET

File

Review

SUBJECT: (Optional)

Requests for Approval of Titles of Research Papers for the
PRC - Executive Seminar in National and International Affairs

FROM:

[redacted]
Director of Information Services
1206 Ames

EXTENSION

NO.

OIS 81-035/1

DATE

18 JAN 1982

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S
INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. Executive Secretary
Training Selection Board
1036, CoFC

2.

3.

4.

5.

6.

7.

8.

9.

Concurrence is given for the titles of these papers subject to further review by the appropriate Directorate Senior Training Officer when the papers have been written. Please remind [redacted] that their papers must be submitted for review in accordance with paragraph 1 of OIS 81-631 (copy attached). (C)

If you have any questions, please call me. (U)

/s

Att: a/s

D/OIS: [redacted] (18 Jan 82)

Distribution:

- Orig PRS - Addressee w/att + Orig basics
- 1 - D/OIS Subject w/att + basics
- 1 - D/OIS Chrono

SUBJECT: (Optional)				
FROM:		EXTENSION		NO.
TO: (Officer designation, room number, and building)		DATE		COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)
		RECEIVED	FORWARDED	OFFICER'S INITIALS
1.	DDA- STO HQ 7D 18	1/11/82		JS
2.				
3.	OS/EAB HQ 4E 33	1/12	1/12	JS
4.				
5.	OIS/DDA Ames 1206			
6.				
7.	DDA-STO HQ 7D 18			
8.				
9.				
10.				
11.	Exec Secy, Training Selection Board 1036, Chamber of Commerce Building			
12.				
13.				
14.				
15.				

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ROUTING AND RECORD SHEET

87-035

SUBJECT: (Optional)

FROM:		EXTENSION		NO.	STAT
Exec. Secy, Planning Collection Board 1036, Central Intelligence Building				DATE 7 January 1982	
TO: (Officer designation, room number, and building)		DATE		OFFICER'S INITIALS	COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)
		RECEIVED	FORWARDED		
1.	DDO-STO HQ 2C 20	11 JAN 1982		76	1: [redacted] NE, currently a student in [redacted] STAT
2.					[redacted] submits for approval the title of his unclassified individual research paper. [redacted] STAT
3.	OS-EAB HQ 4E 33	1/13	1/12	15	[redacted] Your approval is requested. STAT
4.					[redacted] ES-TSB
5.	OIS Ames 1206				
6.					
7.	STO-DDO HQ 2C 20				NO SECURITY OBJECTIONS [redacted] STAT
8.					
9.					
10.					
11.	Exec. Secy, Planning Collection Board 1036, Central Intelligence Building				
12.					
13.					
14.					
15.					